

North Fork Rancheria Indian Housing Authority
57907 Old Mill Site Court
North Fork, CA 93643
(559) 877-7360

Board of Commissioners Meeting Minutes
Zoom Meeting
July 29, 2020
5:00 pm

Commissioners Present

Thomas Galt
Bobby Hale
Richie Cline
Christopher Aguirre
Shannon Wentworth
Katrina Guitierrez
Elaine Fink
Jacquie Van Huss

Commissioners Absent

Staff

Paul Irwin
Debora Kerns Barba
Bernice Polkenhorn

Guests

Natori Naylor

A. CALL TO ORDER:

Thomas Galt called the meeting to order at 5:06 pm.

B. ROLL CALL AND QUORUM DETERMINATION:

Roll was called and it was determined that a quorum was present.

C. APPROVAL OF AGENDA:

Bobby Hale motioned to approve the agenda with the following changes:

- Removal of item H(6).

Christopher Aguirre seconded, and the motion carried 8/0/0.

D. APPROVAL OF MINUTES 6/17/2020, 7/15/20:

6/17/20 meeting minutes tabled.

Richie Cline motioned to approve the 7/15/20 meeting minutes, Bobby Hale seconded, and the motion carried 5/0/3. Thomas Galt, Christopher Aguirre, and Elaine Fink abstained.

E. REPORTS:

(1) Director:

i. 2018 ICDBG – Cultural and Environmental Protection Center:

The director reported that the drawings are still under review with the building department. We did receive comments back from the public works department for the grading permit on July 17th, and those corrections have been completed by the engineers as of today. They will be mailing over hard copies, and the director will be submitting to Madera County. PG&E has requested an easement for power and the director is seeking Tribal Council approval.

ii. 2019/2020 ICDBG – Emergency Services Building:

The director reported that the environmental consultant was out last Friday as part of the required HUD environmental assessment. The request for proposal (RFP) for architecture and engineering services is still forthcoming.

iii. 2019 IHBG Competitive Funding – Infrastructure:

The director reported that 90% progress drawings were provided on July 21st. The engineers are also planning a site visit tomorrow as part of their due diligence. They have also been coordinating with Travois regarding an ALTA survey that will be required by the LIHTC investor.

iv. Low-Income Housing Tax Credits (LIHTC):

The director reported that we have been coordinating with Travois and our LIHTC attorneys at Goldfarb & Lipman regarding investor proposals. The director is also coordinating the completion of a Phase 1 environmental site assessment. We also held a call with the architect regarding the 75% progress drawings on July 22nd.

v. 32886 Road 222, North Fork, CA 93643:

The director reported that flooring is complete, cabinets have been installed, exterior paint is 80% complete, and interior finish work is 80% complete. HVAC is scheduled to set their finish next week. Appliances and a propane tank are also going to be delivered next week.

vi. Emergency Shelter Program:

The director reported that since the policy was approved at last meeting a flyer has been posted on the tribe's Facebook page, and a flyer has been mailed to all adult tribal citizens nationwide. We have had several inquiries but have not received a direct need at this time.

(2) Chairperson:

(3) Other:

F. NEW BUSINESS:

(1) Health Insurance Renewal:

The director reported that our health care renewals are coming up and our broker has provided a comparable plan for renewal. For the current level of coverage, the plan is

changing from a Blue Shield Bronze 6550 to a Blue Shield Bronze 6900 plan, which has a slightly higher deductible and a premium increase of 7%. The director also presented the ASI wrap plan which is designed match coverage benefits of the Blue Shield Platinum plan. The recommendation is to maintain the existing employer maximum contribution limits, resulting in a slight increase to employee responsibility. Consensus of the BOC to proceed with renewal as recommended.

(2) **LIHTC Investor Selection:**

The director presented a summary of investor proposals that Travois has received. The proposals have also been provided and reviewed by our tax credit attorneys. The tax credit attorneys have provided written recommendation to proceed with finalizing and executing a letter of intent (LOI) with RBC Capital Markets.

i. RBC Capital Markets: \$0.8015 federal, \$0.78 state, \$0.8015 solar

ii. The Richman Group: \$0.7650 federal, \$0.80 state, no solar

iii. Hunt Capital Partners: \$0.7930 federal, \$0.73 state, no solar

Bobby Hale motioned to approve for the director to execute a letter of intent with RBC Capital Markets, Katrina Guitierrez seconded, and the motion carried 7/1/0.

G. **OLD BUSINESS:**

H. **EXECUTIVE SESSION:**

Bobby Hale motioned to go into executive session at 5:28 pm, Richie Cline seconded, and the motion carried 8/0/0.

(1) **XXH1027:**

Tenant addressed the BOC.

Elaine Fink and Bobby Hale recused and exited with Debora Kerns-Barba and Bernice Polkenhorn.

The BOC instructed the director to prepare a draft response letter per their guidance and provide via email for approval.

Elaine Fink, Bobby Hale, and staff re-entered at 6:05pm

(2) **Policies: Tenant Pool and Outdoor Play Equipment Policy, Useful Life Policy, Self-Monitoring Policy, and Relocation Policy:**

The director reported that staff has been coordinating with tribal attorneys to develop a policy for pools and outdoor play equipment. The director will email the latest draft and attorney correspondence for review.

(3) **Storm Drainage Easement:**

The director provided an update on efforts to secure an easement.

(4) **32693 Road 222, North Fork, CA 93643:**

The director informed the BOC of potential offer to purchase. Consensus of the BOC for potential buyer to seek an appraisal to determine value.

(5) **Personnel Update:**

Staff provided an update on new and existing employees. Recommendation to send email welcome to all employees.

Bobby Hale motioned to come out of executive session at 6:30 pm, Jacquie Van Huss seconded, and the motion carried 8/0/0.

I. **NEXT MEETING:**

August 12, 2020 at 5:00 pm via Zoom Meeting.

J. **ADJOURNMENT:**

Bobby Hale motioned to adjourn at 6:31 pm, Christopher Aguirre seconded, and the motion carried 8/0/0.


MINUTES TRANSCRIBED BY:


Bernice Polkenhorn, NFRIHA Office Assistant

COMMISSIONER APPROVAL

At a meeting of the Board of Commissioners of the North Fork Rancheria Indian Housing Authority, called and convened on the 12th day of August 2020 at which a legal quorum was present, these minutes were approved as written by a vote of 8 for, 4 against, and 0 abstaining.


Commissioner


Commissioner

8/19/2020
Date

8-13-2020
Date